

Agreement Number: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

## SUMMER FOOD SERVICE PROGRAM

### \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Fiscal Year BUDGET INFORMATION

Federal regulations require sponsors to submit a budget for State agency review and approval.  
In the event that costs exceed anticipated revenue, sponsors should have other funding sources to pay the difference.  
Sponsors may submit a revised budget for administrative costs as needed.

### PROGRAM COSTS

The sponsor is reimbursed <b>lesser of the two</b> : actual cost or meals times the operating rate.		The sponsor is reimbursed <b>lesser of the three</b> : actual cost, meals times the administrative rate, or the sponsor's budget.	
<b>GENERAL OPERATING COSTS</b>		<b>ADMINISTRATIVE COSTS</b>	
Food	\$	Total from General Operating Costs	\$
Food labor	\$	Salaries/wages	\$
Facilities/utilities	\$	Office supplies	\$
Food transportation to sites	\$	Facilities/utilities	\$
Nonfood supplies	\$	Transportation	\$
Other (specify):	\$	Other (specify):	\$
<b>TOTAL</b>	\$	*Indirect Cost %:	\$
		<b>TOTAL</b>	\$

**\*NOTE: Attach indirect cost documentation for costs that are associated with the above operating and administrative budgets.**

### CONTRACTS

Is there a rental agreement, lease, or contract associated for any of the costs listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list and attach a copy: _____

### INCOME

Will meals be sold to adults who are not SFSP staff? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, list price to be charged for each meal:	Breakfast: _____ Snack: _____ Lunch: _____ Dinner: _____
Will your SFSP receive income from other sources other than the SFSP reimbursement?	
If yes, list type and mount:	
Donations/Grant: _____	Unspecified Income: _____
Administration: _____	Other: _____
Operational: _____	

### REIMBURSEMENT RATES

Formula for rate projections:  
Number of operating days (OD) X average daily participation (ADP) X meal (MR) / administrative (AR) rates = total

OPERATING RATES							ADMINISTRATIVE RATES								
	OD	X	ADP	X	MR	=	TOTAL		OD	X	ADP	X	AR	=	TOTAL
Breakfast		X		X		=	\$	Breakfast		X		X		=	\$
Snack		X		X		=	\$	Snack		X		X		=	\$
Lunch		X		X		=	\$	Lunch		X		X		=	\$
Dinner		X		X		=	\$	Dinner		X		X		=	\$
<b>TOTAL</b>							\$	<b>TOTAL</b>							\$